

**State of Rhode Island and Providence Plantations
Rhode Island Justice Commission
Juvenile Justice Advisory Committee**

**Juvenile Justice and
Delinquency Prevention/Intervention
Programs
(JJDP)**



2007

**APPLICATION & GUIDELINES
Incentive Grants for Local Delinquency
Prevention/Intervention/Accountability
Based Programs**

**The Rhode Island Justice Commission
One Capitol Hill
Providence, Rhode Island 02908
Elizabeth M. Gilheeney
Juvenile Justice Specialist
401-222-4494**

DUE NO LATER THAN 3:00 p.m. Monday, August 20, 2007

***RHODE ISLAND JUSTICE COMMISSION
Juvenile Justice and Delinquency
Prevention***

The Act

All projects requesting funding must respond to the priorities, meet the standards, and provide the assurances required in the Juvenile Justice and Delinquency Prevention Act, Public Law 93-415, As Amended, 42 U.S.C. 5601 et seq. (hereinafter referred to as the Act), as well as plan updates filed with the Justice Department pursuant to the Act.

The intent of Congress in adopting and amending the Act was long-term, comprehensive reform of the nation's juvenile justice system. To this end, the Act establishes categorical mandates for participating states: programming to prevent juvenile delinquency, promote deinstitutionalization of status offenders, eliminate inappropriate incarceration of juveniles, and end minority over representation in the juvenile justice system.

The Act recognizes a wide range of permissible approaches to achieving these goals, including:

- programs to promote school success, meet the needs of learning disabled youth, and prevent unnecessary suspensions or expulsions;
- programs to strengthen families in which delinquency has been a problem or in which children are at risk;
- programs to increase and expand treatment, support, and rehabilitation options available for troubled youth;
- mental health services for at risk juveniles;
- programs to assist state and local governments in the administration of the juvenile justice system.(i.e. juvenile hearing boards)
- programs to meet the needs of runaway and homeless youth.
- gender specific programs for delinquency prevention and rehabilitation of troubled youth.

The RFP: Program Areas

The Rhode Island Justice Commission, Juvenile Justice Advisory Committee announces the availability of funds through the federal Juvenile Justice and Delinquency Prevention Act, Public Law 93-415, As Amended, and is soliciting proposals from qualified agencies for permissible activities in the following program areas:

A separate application must be submitted for each project.

The proposal/application must be typed, double spaced and in English, using forms provided.

- 1) Pre-Proposal: A pre-proposal conference, for the purpose of clarifying the scope and intent of these requirements, as well as the evaluation of criteria to be employed in the review of responses to this Request will be conducted at a date and time to be announced. Please call 222-4494 for specifics.**

All prospective applicants will have an opportunity to raise questions and/or request clarifications regarding the RFP. The Pre-Proposal Conference will also give the Rhode Island Justice Commission an opportunity to outline their expectations of applicant agencies for funding under this RFP.

Persons requesting services of an interpreter for hearing impaired may obtain those services by contacting the RIJC at 222-2620 thirty six hours in advance of the pre-proposal conference.

Post-Award: There will be a mandatory, half day grantee workshop at a time and place to be announced for those agencies awarded grants under this RFP to clarify all reporting and programmatic expectations, as well as technical assistance available.

Monitoring

To insure compliance with the requirements of the Act, the Juvenile Justice Advisory Committee (JJAC) will from time to time conduct site visits and interviews with staff and clients. Quarterly and final financial reports, as well as quarterly and final programmatic reports including performance measures are required of all grantees. All grantees are required to maintain auditable financial records detailing JJDPA expenditures for review and inspection by state and/or federal authorities. Failure to comply promptly with these requirements constitutes grounds for denial of future funding from the Rhode Island Justice Commission (RIJC).

Modification of Proposals

The RIJC/JJAC reserves the right to modify, amend, or reduce funding or the scope of activities as proposed in the application when considering and recommending awarding .

Selection Criteria

All programs will be evaluated and rated by the JJAC according to the point system identified in each section of the application (described therein as "Scoring Value").

Those proposals receiving scores above 80 percent will advance to a final review by the JJAC. The JJAC will then consider these proposals on the basis of adherence to requested area, service, cultural and geographic diversity, feasibility, and maximization of vital resources through a variety of criteria including, evidence based projects and coordination with other appropriate programs and systems.

The JJAC will make recommendations for grant awards to the Policy Board of the RIJC in September 2007 for review and confirmation. Notice of award to successful projects will follow, thereafter, at the earliest possible time, prior to the October 1, 2007 project start date.

The Application

General Instructions

The application is divided into eight parts, Applicant Agency, Project Summary, Agency Narrative, Project Narrative, Time Line, Project Evaluation, Budget Narrative and Appendices, each of which is essential for careful evaluation of your proposal. Do not skip any questions in the application. All responses to the questions below should be as specific, direct, clear, and concise as possible.

The major components of your project should be highlighted so that a reviewer, can efficiently identify the problem or need, how your project has (or will) alleviated or resolved the problem, the approaches or methods you have (or will) employed, the major phases in your work plan/timeline, the essential features of your project, and extent or proposed evaluation(s) of your project.

The following framework/definitions are offered as a guide for organizing information about your project as you answer the specific questions in the sections below.

- A goal may be defined as a general statement of an undesirable condition to be improved or a desirable condition to be achieved, for example: elimination of incarceration of status offenders.**
- An objective is a specific statement of a measurable end condition or goal to be achieved within a stated period of time, for example: diversion of 20 high risk adolescent minority males from secure confinement by your program within the period covered by your grant under the Act.**
- A work plan and an associated time line are mechanisms by which you break down the major elements and phases identified in your proposal into detailed steps to be accomplished within a specified period of time. The work plan and associated time line also provide the grantor and grantee a realistic basis for project monitoring and evaluation of required progress and final reporting, if the project is funded.**
- Methods and procedures are the mechanisms by which you implement your project work plan. Your description of methods and procedures should include an overview of and rationale for the general approach(es) to be used during the active life of the project, as well as a precise definition of the actual techniques which will be used to implement the project.**

- **A budget is a mechanism by which you describe your project in quantitative terms. Your budget should be detailed enough to account for all significant project expenditures and to convince the reviewers that the project is feasible in light of the resources requested.**
- **An evaluation plan allows the grantor and grantee to measure the progress a project has achieved and to assess whether the approach/project would be useful in other localities in the state and nation. An effective evaluation plan identifies measurable criteria that can demonstrate the project's achievement of or failure to achieve stated objectives and work plan mile stones. It also identifies what records must be kept, for what period, by whom, and what tools and methods will be used to collect valid data.**
- **An outcome is a measurable result that your project will achieve if funded under this RFP.**
- **Evidence based juvenile justice programs are those identified by OJJDP in the Model Programs Guide and Database as well as those strategies identified on www.dsgonline.com/mpg_index.htm. Communities can use the database to locate evidence-based juvenile justice strategies that will fit their needs and enhance their likelihood for success.**

Follow the format of this RFP very closely so that reviewers will be able to compare readily your data with that of other applicants. Be sure to use only the forms provided.

PART I: THE APPLICANT AGENCY (1-2 pages)

(A) Grant Proposal Cover

- (a) Fully complete the application cover (2 pages), and have certification signed in blue ink.**
- (b) Be sure to provide Budget Detail in categories A-G as appropriate.**
- (c) Include a resolution of support of the Board of Directors or other governing body of the agency applying.**

(B) Project Summary

- (a) Provide a brief description of the project to be implemented (one paragraph)**
- (b) Indicate number of youth to be served.**

(C) Agency Narrative

- a) the name of the director, chief financial officer and any other agency staff involved in the project**
- b) agency location and mission statement**
- c) relevant projects undertaken in the past or currently underway**
- d) The extent to which the agency serves the population targeted by the Act, especially low and very low income children/adolescents/families and children/adolescents/families of color**
- e) Any unique characteristic of the agency that particularly facilitates implementation of projects under the Act. Are other agencies in the state performing similar activities or providing similar services?**
- f) Include a copy of the Agency's 501(c)3 letter. All 501(c) 3 agencies must also submit a letter of support for each application from the chief executive of the city or town to be served. Please provide your FEIN (Federal Employer Identification Number) in this portion of your application.**
- g) Applications from municipalities must include a letter of support from the appropriate municipal supervisory agency and the chief executive officer of the city or town.**

(D) THE PROJECT NARRATIVE

1.) Statement of Problem/Need, Goals and Objectives, and Evidence Based Information

- a) Under which program area are you applying?
(delinquency prevention/intervention, gangs, afterschool, etc.)**
- b) Is proposed project evidence based?
If yes, which model program serves as base for proposed project or program?**
- c) How does this problem statement address the priorities of the Act?**
- d) Outline the goals and objectives of your project and clearly and briefly state how your chosen goals and objectives are consistent with OJJDP required performance measures as stated at the bottom of page 8 and available at www.dsgonline.com.**
- e) If your project is a current grant recipient under the Act, provide an explanation of any changes or alterations in the problems you are addressing. What progress have you made towards your goals and objectives (1 a-d) above, since your initial request for funding.**

(D 2). Work Plan/Time Line/Coordination

Work Plan

- a) Identify the methods chosen to achieve your goals and objectives.**
- b) Explain the rationale for this approach.**
- c) Outline the time line chosen to achieve these goals and objectives. Including how youth to be served will be identified and referral sources described.**
- d) If your project is a current grant recipient under the Act, provide an explanation for any changes or alterations in your methods, work plan, rationale, or time line since your initial request for funding.**

Linkage/Coordination

- a) Describe project linkages with appropriate related programs and/or coordination of effort the project employs/proposes to facilitate comprehensive and accessible services to at risk children and their families.**
- b) Describe the extent to which your project involves or will involve other sectors of the community in the service area in service delivery to high risk children and their families. Appropriate sectors may include (but are not limited to): churches, businesses, schools, hospitals and health centers, community centers, police and fire departments, student assistance programs, community substance abuse prevention task forces, juvenile boards, and community residents.**
- c) Describe the geographic boundaries of the area to be served by your project providing evidence that the area is a recognized neighborhood, community, or specific area and identify linkages made within this service area.**

(E) Project Evaluation

Outcomes/Measurement/Evaluation/Performance Measures

- a) **Describe the outcomes that your project will achieve if funded under this RFP.**
- b) **Describe and explain the methods by which you will assess achievement of stated goals and objectives.**
- c) **Describe any problems or obstacles the project anticipates/may encounter and steps planned to overcome them. If your project is a current grant recipient under the Act, describe the problems/ obstacles you have encountered and the steps you have taken to overcome them.**
- d) **If your project is a current grant recipient under the Act, describe as specifically as possible the progress achieved by this program to date in terms of the methods outlined above and address goals, objectives, output, outcome, performance measures as described below.**

Performance Measures (09 Delinquency Prevention)

- a) **Describe the performance measures chosen for this project and how data will be gathered for performance measure reporting based on the following criteria.**

Output measures

- **Number of program slots available**
- **Number of program youth served**
- **Average length of stay in program**

Outcome

- **Number and percent of program youth exhibiting desired change in targeted behaviors**
- **Number and percent of youth completing program requirements**
- **Number and percent of program families satisfied with program**
- **Number and percent of program youth satisfied with program**

(F) Budget Narrative
(Use only forms provided in application packet)

- 1.) Present and justify a projected budget and provide a work plan for expenditure of funds sought pursuant to this RFP. Be sure to provide a detailed narrative for every category A-G itemized on page 2.**
- 2.) Identify key personnel, their salary and benefit information, qualifications, and proportion of their time spent on this project.**
- 3.) Detail any other sources of funds to be used for this project, specifying very precisely the purposes for which funds sought pursuant to this RFP will be expended. (Remember that you are required to maintain auditable records demonstrating all monies granted were expended on populations and in activities allowable under the Act and described in your proposal.)**
- 4.) Outline plans for achieving financial self-sufficiency for the project after the grant cycle is completed.**
- 5.) If your project is a current grant recipient under the Act, identify the date of the initial award and provide an explanation for any change in budget priorities/ work plan since the initial grant.**

G. Appendices

- 1.) Please provide any letters of support, newsletters, newspaper articles you feel are relevant to your project that will provide a greater understanding of your successes.

**APPLICATIONS DUE AT RI JUSTICE COMMISSION ----NO LATER THAN
3:00 p.m. Monday, August 20, 2007**

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State of Rhode Island

Rhode Island Justice Commission

Juvenile Justice and Delinquency Prevention Act FY07 Formula Grant Program

A. GRANT PROJECT PROPOSAL COVER

1. Applicant Agency _____
Address _____ Tel _____
_____ FEIN _____
2. Project Title _____
3. Project Director _____ Tel _____
Agency _____ FAX _____
Address _____

4. Fiscal Officer _____ Tel _____
5. Proposed Project Period: *From* _____ *To* _____
6. Demographic Impact *Jurisdictions served by proposed project:* _____
7. Number of Youth to be served: _____
8. Previous JJDP Funding: If applicable

Year	Grant #	Amount

A. (cont'd)

Budget Detail

	Federal Funds	*Matching Funds	Total Program
A. Personnel	\$	\$	\$
B. Consultants/Contracts \$	\$	\$	\$
C. Travel	\$	\$	\$
D. Supplies/Operating Expenses \$	\$	\$	\$
E. Equipment	\$	\$	\$
F. Training	\$	\$	\$
G. Other	\$	\$	\$
Total Amounts	\$	\$	\$

List sources and amounts of Match for this project @not necessary for Formula Grant applicants

Certification

The signature of the authorized official of the agency making application hereby certifies the accuracy of the information in this application and agrees to comply with all provisions of the 1994 Juvenile Justice and Delinquency Prevention Act, the Bureau of Justice Assistance, U.S. Department of Justice, and all other applicable state and federal laws.

Name	Title	Tel.
Agency		Fax
Address		
Signature		Date

*Please note that match is not required in this project. If, however, you are providing in-kind or other match, *please list*. This will be used to offset the JJDP formula grant if necessary.

B. Project Summary

Please provide a one paragraph summary of your intended project. You may expand your explanation and get into greater detail on the following pages. Begin with Anticipated number of youth to be served;

(For example;

Applicant agency intends to provide 10 area youth with 3 tutoring sessions each week for 12 weeks to improve reading skills from 3rd grade to 5th grade level)

Number of youth to be served _____

C. Agency Narrative

Includes names of agency officials and staff, agency mission, relevant projects, etc.

D. Project Narrative

1. Problem statement, goals, objectives, performance measures

D2. Project Narrative/Time line/Coordination

E. Project Evaluation

A description of what methods you have chosen to evaluate your project. If you have none please detail your rationale for the choice.

F. Budget Narrative

Detailed Budget goes on forms provided on page 2. Include narratives for each category which you have allocated. Provide as much detail as possible.

G. Appendices

List all additional materials/attachments in your proposal such as brochures, resumes, articles and letters of support.

-----Checklist-----

Attach this completed list as the last page of your application.

_____ 1. Indicate name of agency representative to contact regarding this proposal.

_____ 2. Proposal is written according to RFP specification.

_____ 3. All information requested in the application is provided.

_____ 4. Proposal contains the following information in the following order.

- A. Grant Project Proposal Cover (2 pages)
- B. Project summary, including # of youth to be served (1 paragraph)
- C. Agency Narrative (1 page limit, double spaced)
- D. Project narrative (4 page limit, includes all items in sections D & D2)
 - 1. Under which program area are you applying (delinquency prevention/intervention, DMC, gangs, etc.)
 - 2. Project goals and objectives
- D-2
 - 1. Time Line
 - 2. Coordination
- E. Project evaluation (2 page limit, double spaced)
- F. Budget Narrative
- G. Appendices

_____ 5. Proposal is to be typed, in English and double spaced

_____ 6. Original proposal signed and clearly identified as “Original” and (21) copies are included in submission package.

Applications due at; RI Justice Commission
 One Capitol Hill
 Providence, RI

By no later than;

3:00 p.m. Monday, August 20, 2007